MINUTES
Meeting of February 19, 2004

PRESENT: R. Malone (Chair), Francis Lu (Vice Chair), O. Plesh, A. Stewart, R. Taylor, P. Braveman, D. Wara

ABSENT: F. Ramos-Gomez, L. Santiago, S. Youmans, R. Greenblatt

The meeting of the Committee on Equal Opportunity (EQOP) was called to order by Chair Malone on February 19, 2004 at 9:07 AM. A quorum was present.

Minutes
The minutes of the meeting of January 15, 2004 were unanimously approved without changes.

Chair’s Report
Chair Malone thanked EQOP members who attended an emergency meeting on January 27, 2004 to discuss the lack of applicants for the Ambassador Program Faculty position. Based on suggestions from Vice Chancellor Bainton’s office, the EQOP decided to revise the job description to create a temporary position that combines the duties of the Ambassador Faculty and Staff positions. Academic Affairs posted the new position on February 12, 2004, and re-broadcasted it on February 23, 2004.

EQOP members expressed concern that the postings for the original position and the revised position had not been more widely or frequently circulated, and that the timing of the process makes it challenging to recruit outside of UCSF. Chair Malone reminded members that the position was envisioned to be filled by January 2004, and that recruitment is already behind schedule. Members agreed to broadcast the job posting in non-UCSF listservs and other channels to reach a wider pool of candidates.

Chair Malone also updated the EQOP on progress made to revise the Faculty Handbook. This effort is being led by Diane Wara, MD, and assisted by Tamara Maimon, Academic Senate Director, and Diane Dillon, Director of Academic Personnel. The status of the revision and timeline for completion are unclear, so members requested that Maimon and Dillon be invited to the next meeting on March 18, 2004 to provide an update and consider with EQOP members ways in which EQOP may be able to help facilitate the work.

UCSF Report to the UCAAD Study on Faculty Diversity
This item was postponed until the next meeting on March 18, 2004.
**Faculty Survey of Affirmative Action Practices**

Vice Chair Lu outlined findings from a recent report on the UCSF Office of Affirmative Action/Equal Opportunity/Diversity Faculty Survey. The survey, conducted in the spring of 2003, gathered information about affirmative action practices among the school departments. However, there was a low response rate to the survey, and some responses gave only superficial information. For example, only 11 of the 26 departments in the School of Medicine responded, skewing the interpretation of data. The Office of Affirmative Action is working to analyze the findings based on these challenges.

The report, which has been distributed to the Chancellor’s Advisory Committee on Diversity, identifies shortcomings of the survey. Vice Chair Lu will obtain copies of this report for dissemination to the EQOP Committee, which will continue this discussion at the next meeting.

**Diversity Website for UCSF**

EQOP members began brainstorming structure and content for a website initiative that could act as a clearinghouse for information on diversity resources at UCSF. Committee members asked Senate Analyst Janet Whittick to begin drafting a development plan for the website that could be used to stimulate discussion within the committee as well as with other relevant campus units. This will be discussed further at the next meeting.

Vice Chair Lu identified three levels of categorization: school specific, campus-wide, and outside UCSF. Several specific campus units were further identified as resources, which eventually might be showcased on the website in such a way as to show accountability and responsibility of each.

**AAMC Revised Definition of Underrepresented Minorities**

P. Braveman distributed copies of a State of California Race Identification Work Sheet (which accompanies the birth certificate) and a US Standard Certificate of Live Birth to illustrate how Asians and Pacific Islander categories are listed at the State and Federal levels as compared to the AAMC categories.

AAMC: Asian (Chinese, Filipino, Indian, Pakistani, Korean, SE Asian/Non-Vietnamese, Vietnamese, Other Asian/specify); Native Hawaiian or other Pacific Islander (Native Hawaiian, Guamanian/Chamorro, Samoan, Other Pacific Islander/specify).

CA State: Asian Indian, Cambodian, Chinese, Hmong, Japanese, Korean, Laotian, Thai, Vietnamese, Filipino, Guamanian, Hawaiian, Pacific Islander, Samoan, Other/specify.

Federal: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian/specify, Native Hawaiian, Guamanian/Chamorro, Samoan, Other Pacific Islander/specify, Other/specify.

**Review of the University Committee on Affirmative Action and Diversity (UCAAD) Revision to the Academic Personnel Manual**

Members reviewed proposed revisions to APM 210, 240, and 245. The purpose of the revision was to incorporate language on affirmative action wherever appropriate. Only one suggestion was made, which effects APM 210-1, d (1), paragraph 2: strike “in the field of instruction” from the end of the paragraph.
D. Wara offered to draft a letter to the School Deans that will alert them to these suggestions. This will be reviewed by the committee at the next meeting.

**Activities for the 2004 UCSF Diversity Week**
The UCSF annual Diversity Week is scheduled for October 2004. EQOP Committee members discussed the possibility of unveiling the proposed Diversity Website during this week, if possible. D. Wara volunteered to distribute last year’s schedule to the committee as information, and will volunteer for the 2004 Diversity Week Committee as the EQOP representative.

**Center for Health Professions—Potential Opportunities for Collaboration**
P. Braveman volunteered to contact the Center to inquire about dissemination and implementation of the report, “*Strategies for Improving the Diversity of the Health Professions.*” EQOP finds this report very useful for its advocacy of affirmative action programs, and is interested in supporting the Center’s efforts. For example, one member suggested sponsoring a forum based on the report at the 2004 Diversity Week. Braveman will report to the committee at the next meeting.

**Search Committee Process Reports—Maintaining Record for the EQOP**
The EQOP agreed not to request further copies of SPRs from the Office of Academic Affairs because this information has never been compiled or analyzed in such a way as to make it useful for the committee. However, the Faculty Ambassador, once recruited, will be made aware of this data resource in the hope that the data may still prove useful.

**Welcome Letter to Incoming Vice Chancellor Washington**
EQOP members reviewed and commented on a draft letter to welcome incoming Vice Chancellor for Academic Affairs Eugene Washington, and asking that he attend a future EQOP meeting to discuss diversity initiatives. Chair Malone noted comments and volunteered to draft a final version that could be sent without further committee review.